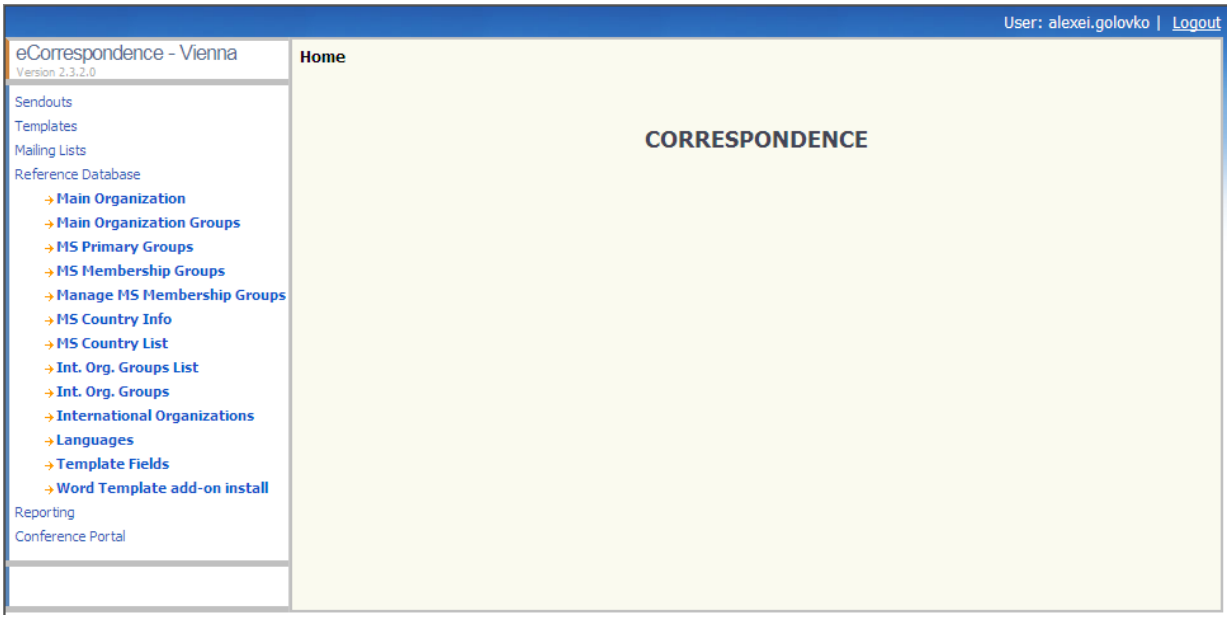
eConference Portal

eCorrespondence

User Manual



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1. Introduction

eCorrespondence is a web-based application that enables personalized mass communications to be sent via email. It consists of two parts: the sendouts and the database module. The send out module guides the user through the steps of sending out a communication. The database module is where all the application relevant data is stored and managed.

2. Login procedure

eCorrespondence is available on the eConference Portal for registered users. It can also be started by using the following link:
UNOV: https://cms.unov.org/
UNON: https://icms.unon.org/

To log in to the application the user should provide username and password. By default, for UNOV/UNON users, the username is <first name>.<last name> and a password will be assigned for the first time sign-in. First time users will be prompted to change their password. (Fig. 1)

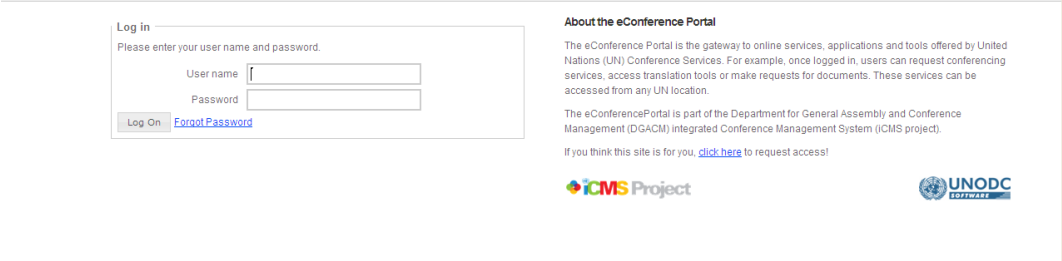


Figure 1 - Conference Portal Login Page

If the password is forgotten, it can be retrieved by using the “Forgot your password?” link on the log in page. The user will receive an email to their registered email account containing the new temporary password.

After logging in the user should select eCorrespondence from the list of authorized applications (Fig. 2).

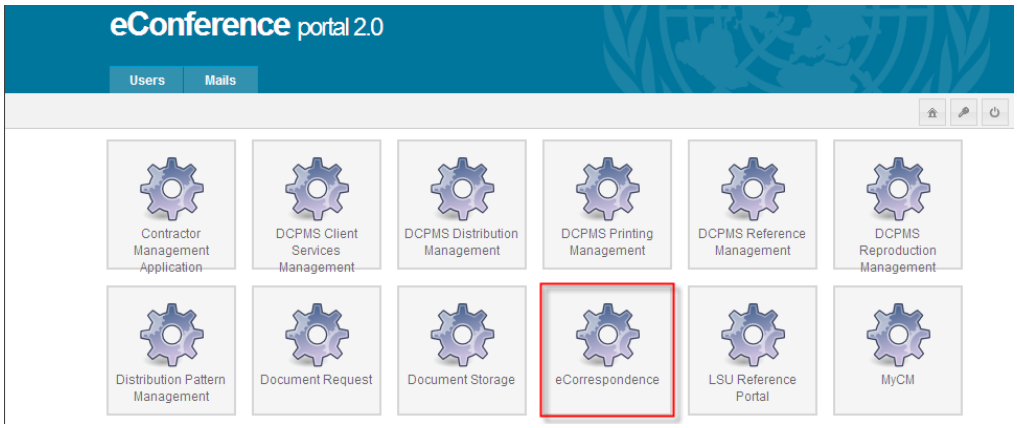


Figure 2 – List of Authorized Applications

3. eCorrespondence Home Screen (Default Page)

After logging in, the user will be directed to the home screen. The home screen consists of the menu pane on the left side and the main screen (Fig. 3).

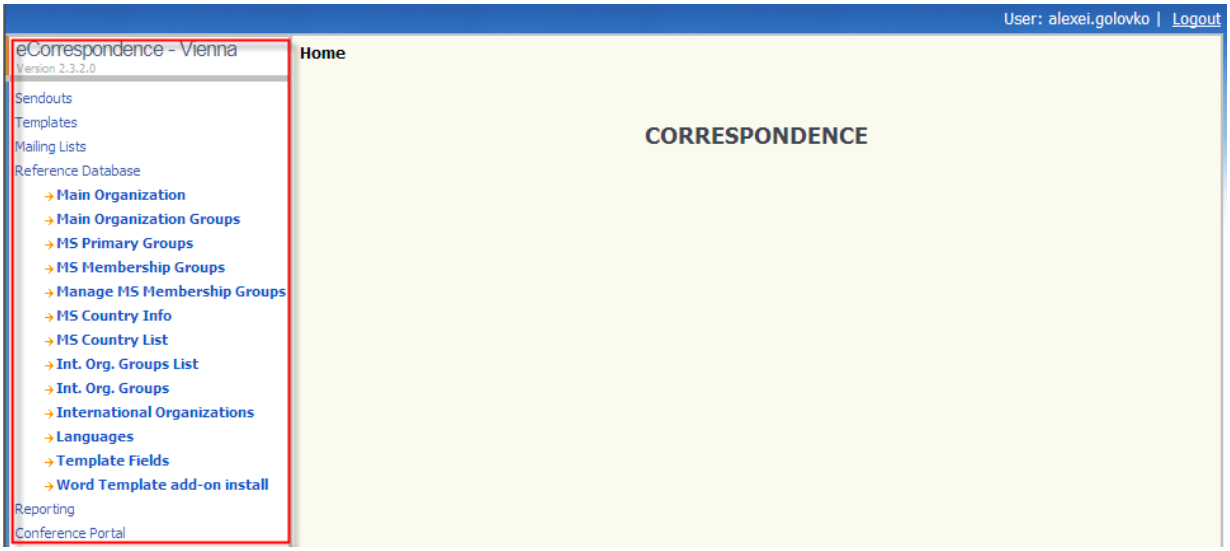


Figure 3 – The Home Screen of eCorrespondence

The menu pane contains several items (Fig.4):

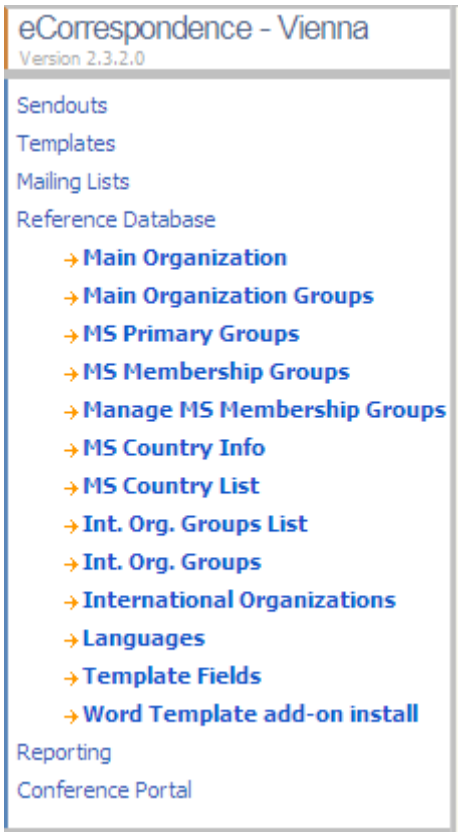


Figure 4 – The Menu Pane of eCorrespondence

Sendouts – Clicking on this link will take you to the Sendouts Module.

Templates – Clicking on this link will take you to the section where you can create and manage the templates used in the body text of an e-mail for a sendout.

Mailing Lists – Clicking on this link will take you to the section where you can create and edit lists of recipients for a sendout.

Reference Database – This is the database module of the application. It contains several sections that are described in detail below:

Main Organization – This section creates an Organization at the very root of the hierarchical links between Member States groups within the database. At the moment, UN and UNIDO are the 2 Organizations listed. The hierarchy of linked Member States groups within this database are created in the following order: Main Organization > Main Organization Groups > MS Primary Groups > MS Membership Groups.

Main Organization Groups – This section lies just after the Main Organization section in the hierarchical relationships structure defining the links between Member States groups within the database. For instance, within the UN Organisation parent group the sub-groups OOSA and UNODC have been created.

MS Primary Groups – This section is country related and defines the primary group to which a Member State belongs, such as MFA, PM, etc. The information defined here will appear as an option within the "MS Country Info" section.

MS Membership Groups – This section creates various membership groups of Member States.

Manage MS Membership Groups – This section is used to manage various groupings of Member States countries based on the groups defined under the "MS Membership Groups" section.

MS Country Info – This section refers to Member States countries and their specific information.

MS Country List – This section lists the Member States countries and their official country codes.

Int. Org. Groups List – This section creates international organization groups such as IGOs, NGOS, etc.

Int. Org. Groups – This section is used to manage the various groupings of international organizations based on the groups defined under the "Int. Org. Groups List" section.

International Organizations – This section refers to international organizations and their detailed information.

Languages – This section manages the languages available for use in the "MS Country Info" section.

Template Fields – This section lists the tags that have to be used when preparing a note or a letter for sendout.

Word template add-on install – Clicking on this link will run an auto-installer of the modified MS Word settings that have to be used to prepare a sendout attachment. This link has to be used once. The settings are then stored on a local machine.

Reporting – The reporting section provides basic statistics on the use of the application.

Conference Portal – Clicking on this link will take you to the list of your authorized applications in the eConference Portal and can also be used to access eConference applications from a different location, i.e., from a different UN Office (Vienna, Geneva, Nairobi, New York).

By default, all items of the menu pane are expanded at start-up. For detailed explanations of all the items listed above, please refer to the following sections of this manual.

3. The Sendouts Module

3.1 The Sendouts Module – Overview

We would now like to give you an overview of the main part of the application – the Sendouts module. To open the module, please click on the "Sendouts" link in the menu pane (Fig. 5).

Figure 5 – The Main View of the Sendout Module

The Sendouts module lists all the communications that were sent out with the most recent ones on top of the list. The list can be sorted by the ID, its subject or its status. Please click on the respective blue header link to re-sort the displayed list.

It is also possible to search for particular sendouts by using the search functions at the top of the screen. It is possible to search the sendouts by its ID, subject and status (Fig. 6.):

Figure 6 – Searching for Sendouts

The sendouts list displays the following information (Fig. 7):

Type	ID	Subject	Create Date	Status	Changed On	
	1524	INCB: End of Year Greetings 2011	12/13/2011	Created	12/13/2011	
	1523	INCB: End of Year Greetings 2011	12/13/2011	Created	12/13/2011	
	1522	CU 2011/202 UNODC - Youth Initiative (NY-EFS)	12/6/2011	Sent	12/6/2011	
	1521	CU 2011/202 UNODC - Youth Initiative (EFS)	12/6/2011	Sent	12/6/2011	
	1520	CU 2011/203 UNODC - NAR/CL.3/2011 (EFS)	12/6/2011	Sent	12/6/2011	

Figure 7 – Sendouts List

The "Type" column with a symbol displayed in it indicates that a sendout contained an attachment. The "ID" shows a unique sendout ID, which is generated for each sendout created in the application. The "Subject" column displays the sendout subject. The "Create Date" shows the information on the date that a sendout was created. The "Status" column shows information on the current status of a sendout. There are 6 statuses available for a sendout:

Created – A send out was created and its basic information stored.

Pending Attachment – A sendout is ready for files to be attached to it.

Attachment Generation Failed – There was an error when an attachment was generated.

Prepared – A sendout and its attachments (if applicable) were successfully prepared. A sendout is now ready to be tested or sent to its recipients.

Tested – A sendout was sent as a test message. It is now ready to be sent to its recipients or can be re-tested if necessary.

Sent – A sendout was sent to its recipients.

We will go into more detail on each sendout status in the following sections of this manual.

The "Changed On" column provides information on the date when a sendout was last changed. Finally, the very last column contains information on the user who created a sendout and when it was created. To get this information, please roll-over the icon with your mouse. This also applies to other sections of the application, where the icon is displayed.

3.2 The Sendout Details View

To view the details of a sendout, please click on the blue subject link of a sendout in question (Fig. 8):

Figure 8 – Accessing the Sendout Details

This will display the details of a sendout in a new screen. Each sendout information screen contains several tabs. Each tab represents further detailed information on the selected sendout (Fig. 9):

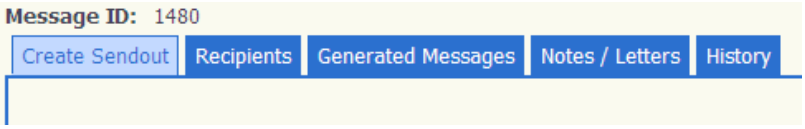


Figure 9 – Sendout Details - Tabs

By default, the "Create Sendout" tab is opened after clicking on the "Subject" link of a sendout from the sendouts list (Fig. 10):

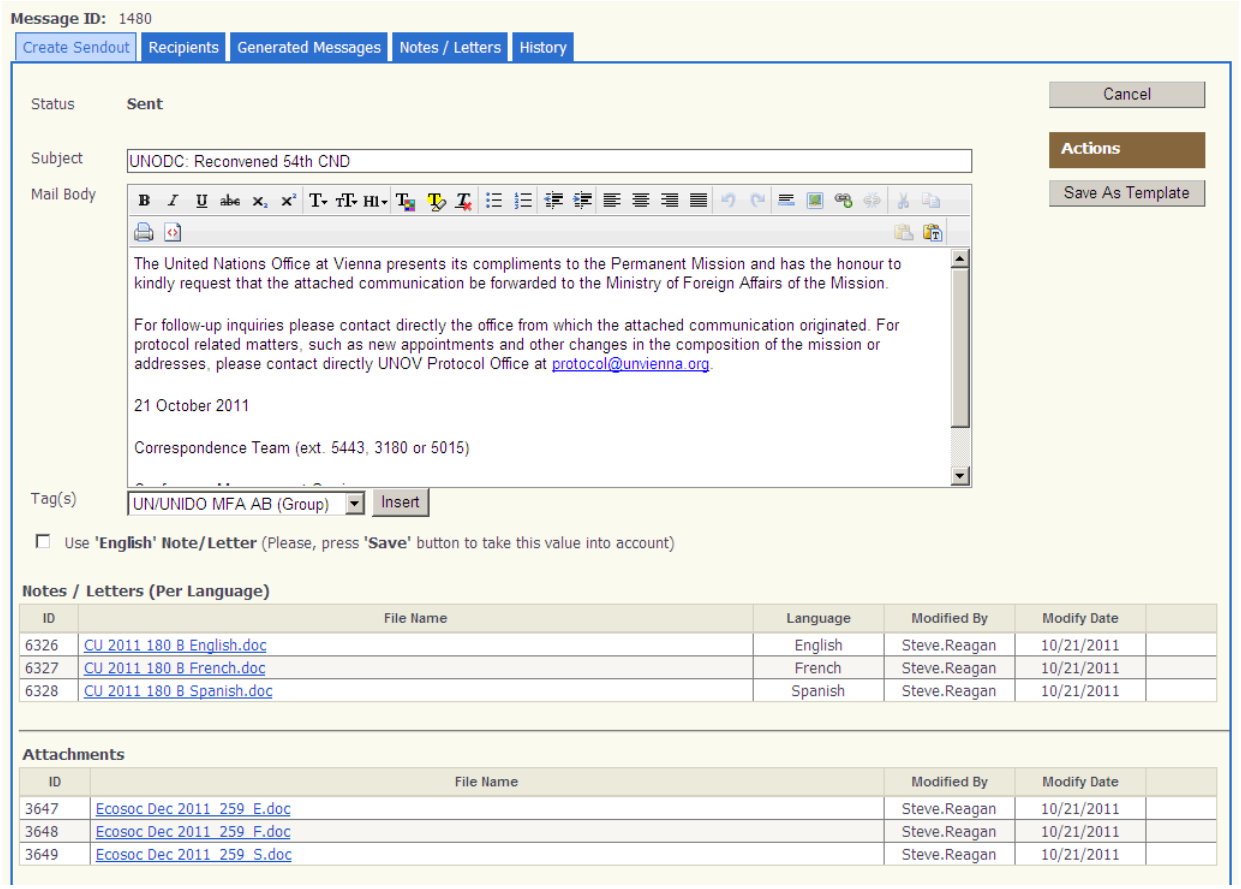


Figure 10 – Displaying Details of a Sendout – "Create Sendout" Tab

The "Create Sendout" tab summarizes the most important information of a sendout, such as its status, subject, the text of its mail body and the tags used. It also lists information on the notes/letters used for the sendout and allows users to access these files by clicking on the respective link. The information on the language of these notes/letters can also be viewed here.

Finally, for sendouts that contain attached files, the information on these attachments is also displayed here, as well as links to these attached files, similar to the information on notes/letters.

The "Recipients" tab contains information on the recipients of a particular sendout (Fig. 11):

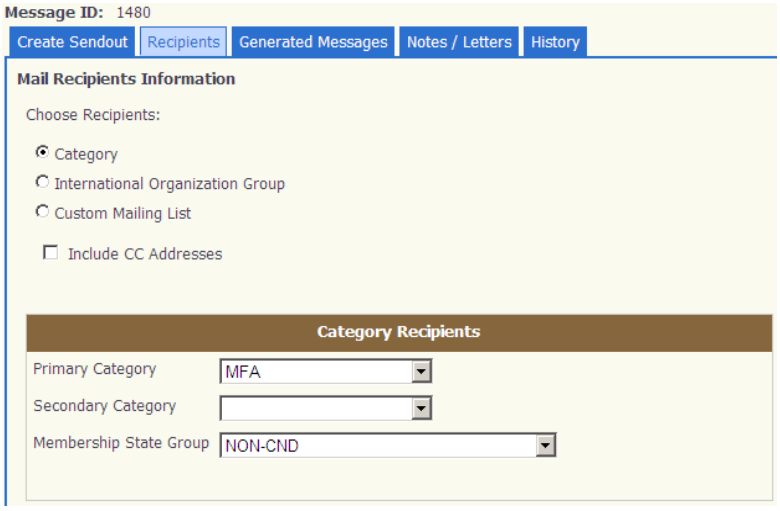


Figure 11 – The "Recipients" Tab

The information displayed here relates to the groups, categories or mailing lists used for a sendout. The information on these groups and mailing lists can be viewed in the database module of this application and will be covered in more detail in the further sections of this manual.

The "Generated Messages" tab lists all the email messages generated by the application for a particular sendout (Fig. 12):

Figure 12 – The "Generated Messages" Tab

The list of messages displayed here is searchable. It can be searched by the recipient, country and the language of the message. Furthermore, the list of messages provides information on the status of each message, as well as if a message was received by each recipient. However, the information in the "Received" column depends on the willingness of the recipient to confirm the receipt of incoming electronic messages.

The ID number represents each unique email message. Users with administrative access level can use the link to obtain further information on a particular email message.

The "Notes/Letters" tab provides information on all the notes or letters generated for a particular sendout (Fig. 13):

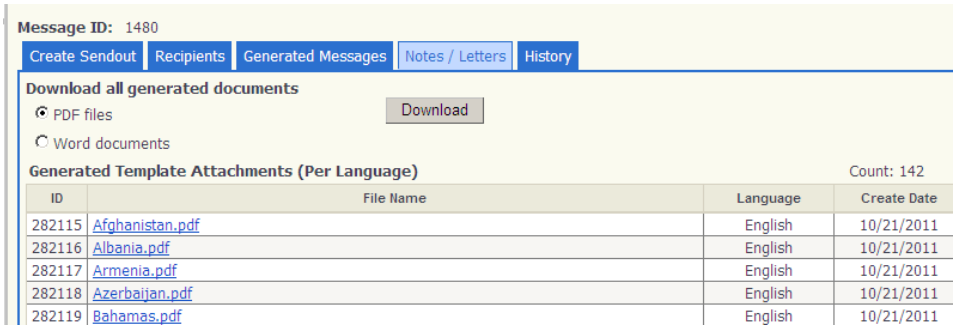


Figure 13 – The "Notes/Letters" Tab

Apart from accessing each note or letter separately by clicking the respective file link, it is also possible to download all of the notes or letters in one go by selecting the format option using the two radio buttons (PDF files or Word documents) at the top of the list and pressing the "Download" button. This will zip all the files into one folder before downloading them.

Finally, the "History" tab delivers all the information on the changes in the status of a sendout in question. It provides a time stamp on each status change, identifies the user and also lists IP address details of each user (Fig. 14):

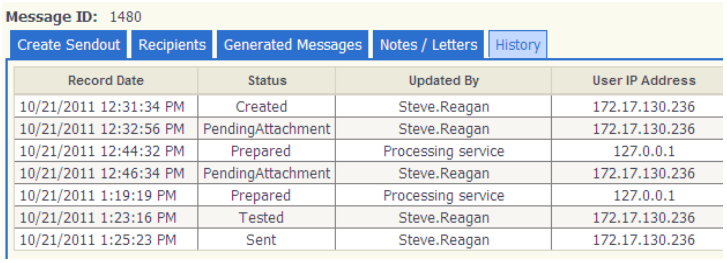


Figure 14 – The "History" Tab

3.3 Creating a New Sendout

To create a new sendout, please press the "Add New Message >>" link at the top right corner of the Sendouts module screen. A new page will open with a blank form of a new sendout (Fig. 15):

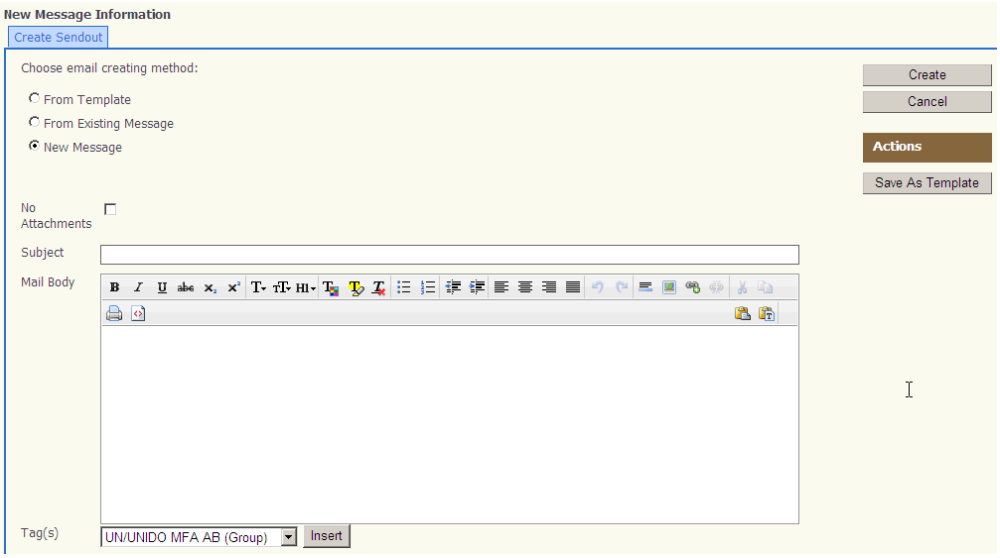


Figure 15 – Creating a New Sendout

Please start by selecting an email creating method. You can create a new message or use a template or an existing message stored in the application.

When creating a new sendout from a template, you can select a template from the list by clicking the icon (Fig. 16):

Figure 16 – Searching for a Template

A new pop-up window will appear, listing all the templates stored in the application (Fig. 17):

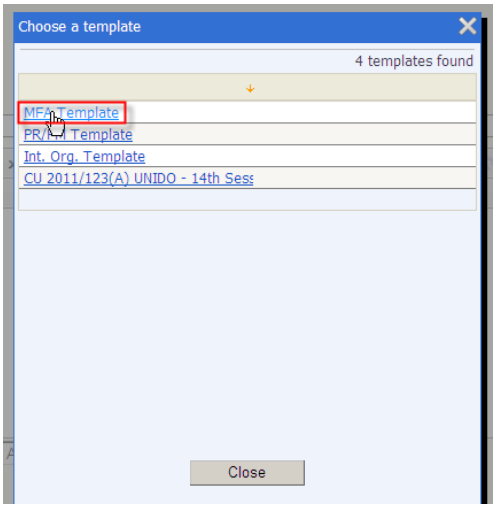


Figure 17 – Choosing a Template

To choose a template, please click on the title link of the template in question. The information from the template will be used to fill in the form of the sendout (Fig. 18):

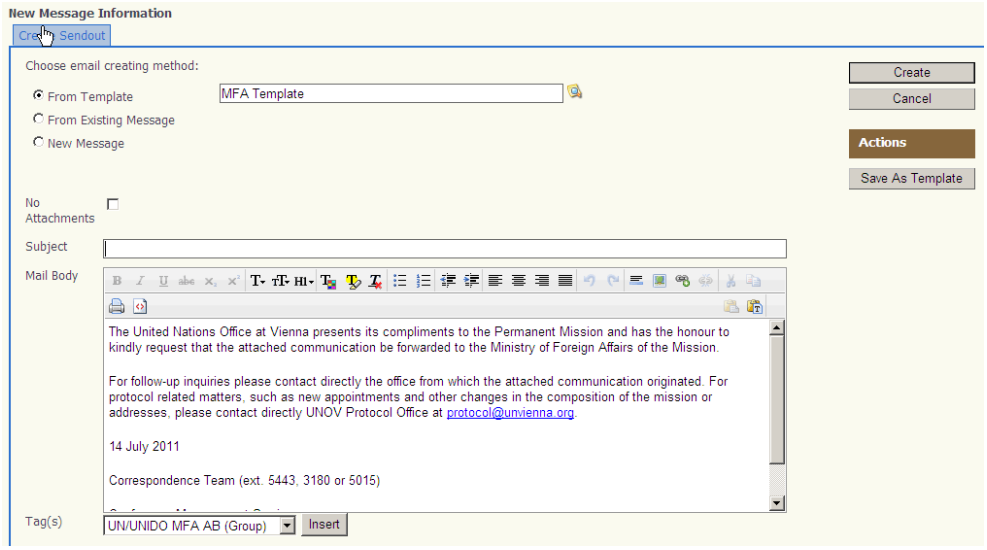


Figure 18 – Creating a Sendout from a Template

Please check the "No Attachments" box, if there will be no attachments sent out, i.e., when a sendout consists of an email message only. Continue by filling in the subject line. Check the text in the mail body box and make changes if necessary.

Please select the appropriate tag and insert it. The tag feature inserts a template into the email body text. This is an optional feature in case one wishes to have individualized information within the email body text.

To save all your changes, please press the "Create" button.

Should you decide to create a new sendout by using an existing message, please select the appropriate option and select an existing message from the list by clicking the icon (Fig. 19):

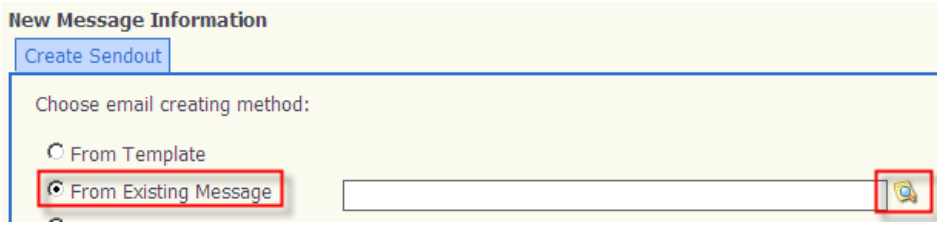


Figure 19 – Searching for an Existing Message

A new pop-up window will appear, listing all the messages stored in the application (Fig. 20):

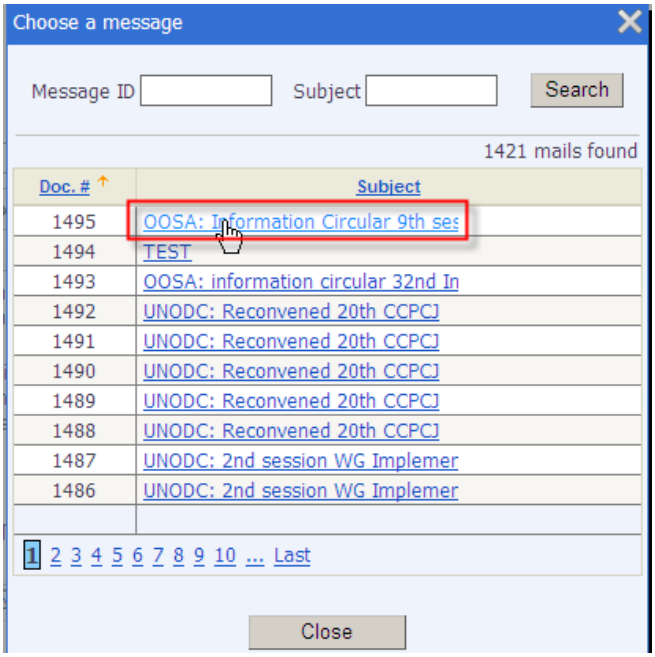


Figure 20 – Choosing an Existing Message

To choose an existing message, please click on the subject link of the message in question. Please note that you can also search for a particular message by its message ID and its subject. The information from the template will be used to fill in the form of the sendout, similar to the procedure already described above (Fig. 18).

Finally, if you decided to create a new sendout from scratch, you can use the text you entered in the subject line and the mail body for other sendouts by saving it as a new template. Please use the "Save As Template" to do so.

After a new sendout is created, you can proceed with attaching notes or letters to it.

3.4 Attaching Notes/Letter to a Sendout

To attach a note or a letter to a sendout, please go to the sendout in question, which should have "Created" as its status (Fig. 21):

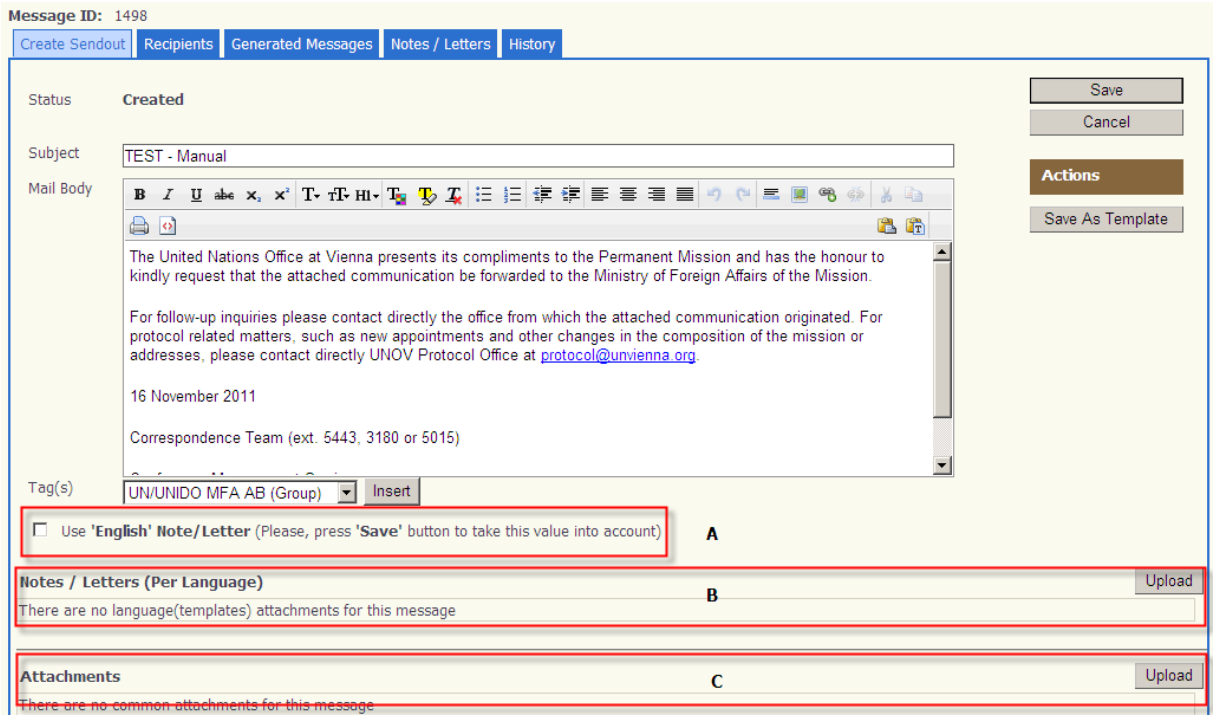


Figure 21 – Attaching Files to a Sendout

Tick the "Use English Note/Letter" box (Fig. 21A) if the note/letter sent out will be in English only. This will tell the application to look exclusively for "English only" fields in the database.

To attach a note or a letter, press the "Upload" button next to the "Notes/Letters" section of the screen (Fig. 21B), which will open a pop-up window, where one can select a file, which has been prepared with template fields beforehand (Fig. 22). For instructions on how to prepare a MS Word file of a note or letter, please refer to the next section of this manual.

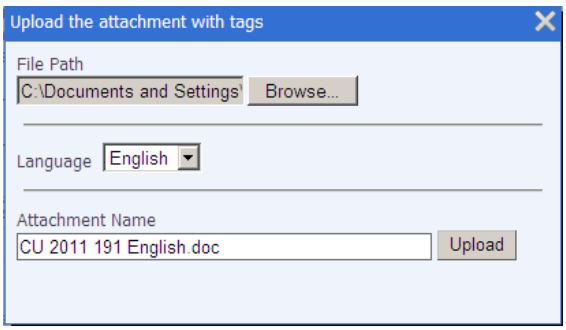


Figure 22 – Uploading a Note/Letter File

Please select a file from your drive by pressing the "Browse" button. Specify the language of the attached note/letter by selecting a language from the drop-down menu. The file name will be displayed in the "Attachment Name" field. Confirm your action by pressing the "Upload" button. After uploading the note/letter a "Delete" button becomes available to allow the user to remove the file.

Should you decide to attach a document to your note/letter, such as a provisional agenda, questionnaire, etc., press the "Upload" button next to the "Attachments" section of the screen (Fig. 21C). The procedure for uploading attachments is similar to the one used for notes/letters, except that the language of the file does not need to be specified. These files do not contain template fields and are not personalized by the application.

Please press the “Save” button to store your input for this step.

The next step is to select the “Recipients” tab. Recipients are organized into three groups (Fig. 23):

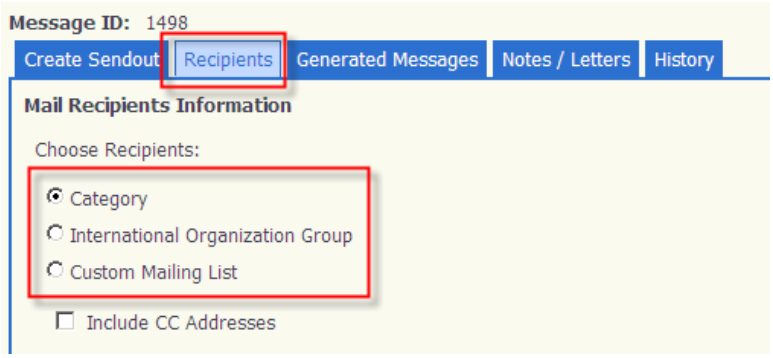


Figure 23 – The “Recipients” Tab

- Category – this option offers a list of all Member State groups and their sub-groups (Fig. 24). The various groups appearing here are created and edited in the database module.

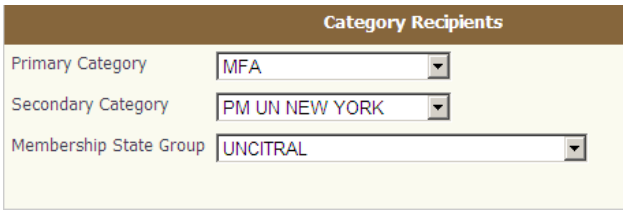


Figure 24 – Category Recipients Option

- International Organization Group – this option provides a drop-down list of all international organization groups which have been created in the database module.

- Custom Mailing List – this option provides a drop-down list of all mailing lists created in the Mailing List section of the application. To display the details of the members of the selected list, press the icon (Fig. 25):

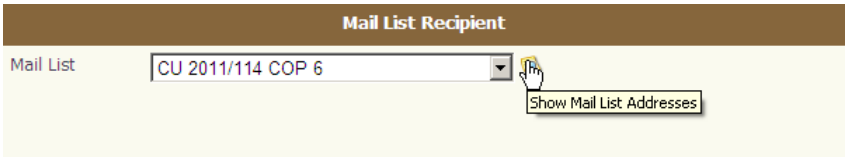


Figure 25 – Mail List Recipient Option

Putting a check-mark into the “Include CC Addresses” box will include the email address filled in the appropriate database section.

After selecting your recipients, press the “Save” button to store your data.

Please return to the “Create Sendout” tab to continue the sendout process. There will now appear the “Generate Messages” button which when clicked on will begin the automated processing of the previously attached notes/letters and attachments files.

During this generation process, the application fills in the template fields in the Word notes/letters document with its individualized information and converts each individualized

document into PDF format bearing the name of the country or acronym of the international organization.

Select the Notes/Letter tab to view the generation process in real time (Fig. 26):

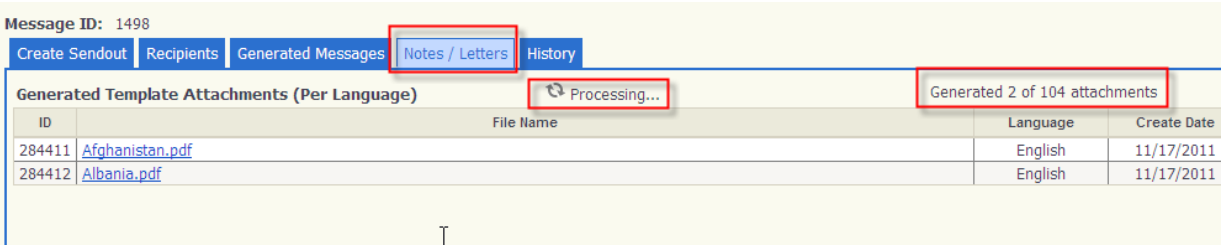


Figure 26 – Viewing the Generation Process

Each document generated can be opened by clicking the blue link of the PDF file. These files show the final note/letter with its individualized information. The progress report is displayed in the upper right corner of the screen. At this stage one can spot check any note/letter and in case of errors the user can rectify them in the original Word document and then repeat the upload and message generation stages of the sendout process.

Once the generation process is complete, a download button appears with two options to download all of the generated files as either PDF or Word format (Fig. 27):

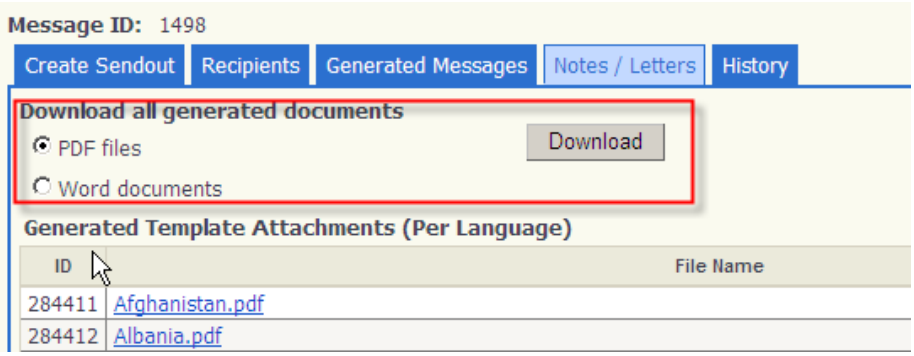


Figure 27 – Downloading Generated Files

Clicking on "Download" will open a Win ZIP folder containing all generated files in the previously selected format. At this stage one may save these files as a Win ZIP archive file or as individual files into a folder of your choice.

Return to the "Create Sendout" tab and you will find a new button named "Send Test Message". Pressing this button opens a window where you must select at least one email recipient to send to your test email address listed at the top of the window. Once you make your selection and press the "Send" button, you must wait a few seconds for the test message to appear in your email application (Fig. 28):

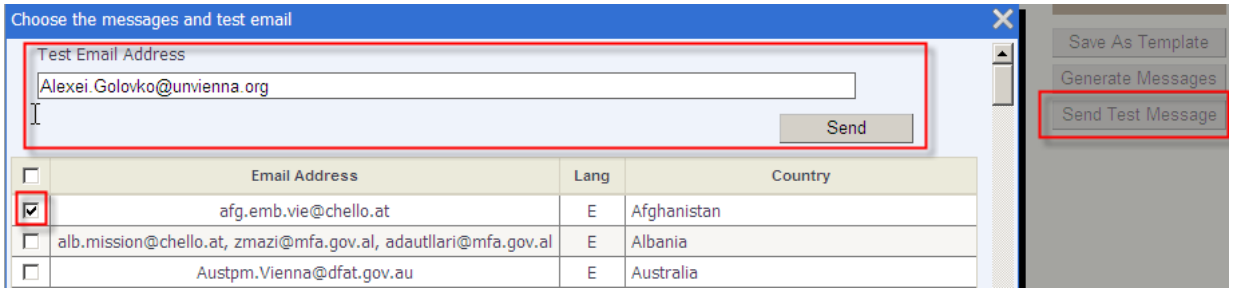


Figure 28 – Sending a Test Message

Upon the receipt of the test message in your email inbox, you may open it to check the contents of the mail body as well as the link to the attached note/letter and any other attachments if applicable.

After having clicked the "Send Test Message" button, the "Send Message" button will appear. Up to this stage any part of the sendout process can be modified if necessary. Once the "Send Message" button is pressed, the sendout process is complete. A green confirmation message will be displayed at the top of the screen.

The "Generated Messages" and "History" tabs are not used in the actual sendout process but are available for information purposes, as described in section 3.2. of this manual.

3.5 Preparing a Word Document Using Templates

After having used the "Word template add-on install" feature within the Database module, you are ready to prepare Word documents to be used in eCorrespondence. This might require administrative privileges to run the installation on your PC.

Within the Word document that is your note/letter you may insert template fields anywhere within the document. The format of the template field always consists of the following: [[[Tag name]]]. In order to see the exact tag name to be used in a template field, one needs to refer to the "Template Fields" section of the database module. There one would see under the "Tag" column the exact wording to be used (Fig. 29):

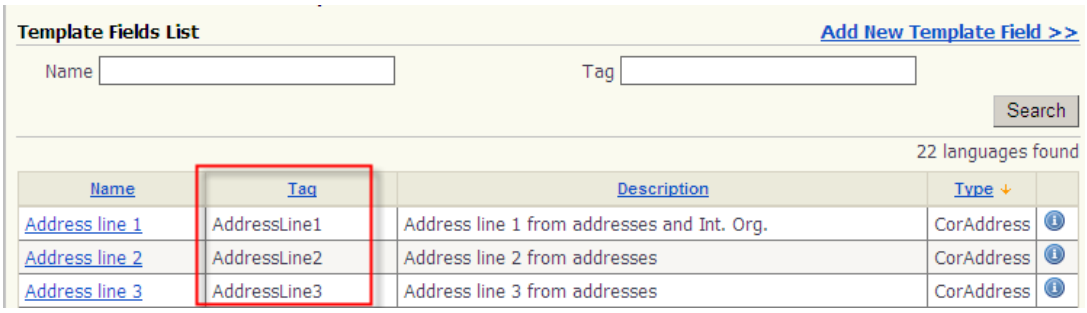
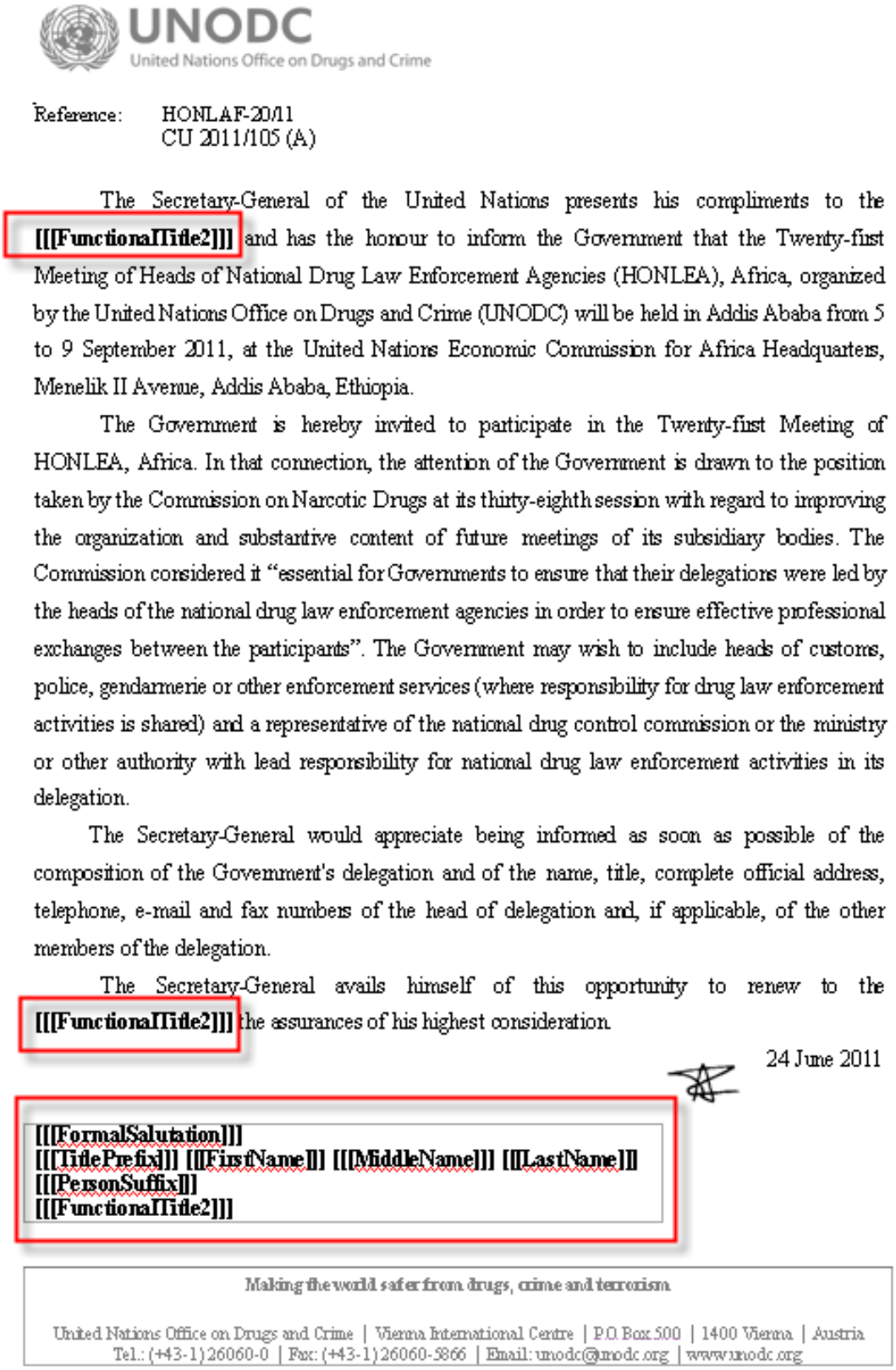


Figure 29 – The Template Fields List

This is a Word document as note verbale which had template fields inserted where individualized information is needed (Fig. 30):



UNODC
United Nations Office on Drugs and Crime

Reference: HONLAF-20/11
CU 2011/105 (A)

The Secretary-General of the United Nations presents his compliments to the **[[[FunctionalTitle2]]]** and has the honour to inform the Government that the Twenty-first Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, organized by the United Nations Office on Drugs and Crime (UNODC) will be held in Addis Ababa from 5 to 9 September 2011, at the United Nations Economic Commission for Africa Headquarters, Menelik II Avenue, Addis Ababa, Ethiopia.

The Government is hereby invited to participate in the Twenty-first Meeting of HONLEA, Africa. In that connection, the attention of the Government is drawn to the position taken by the Commission on Narcotic Drugs at its thirty-eighth session with regard to improving the organization and substantive content of future meetings of its subsidiary bodies. The Commission considered it "essential for Governments to ensure that their delegations were led by the heads of the national drug law enforcement agencies in order to ensure effective professional exchanges between the participants". The Government may wish to include heads of customs, police, gendarmerie or other enforcement services (where responsibility for drug law enforcement activities is shared) and a representative of the national drug control commission or the ministry or other authority with lead responsibility for national drug law enforcement activities in its delegation.

The Secretary-General would appreciate being informed as soon as possible of the composition of the Government's delegation and of the name, title, complete official address, telephone, e-mail and fax numbers of the head of delegation and, if applicable, of the other members of the delegation.

The Secretary-General avails himself of this opportunity to renew to the **[[[FunctionalTitle2]]]** the assurances of his highest consideration.

24 June 2011

[[[FormalSalutation]]]
[[[TitlePrefix]]] [[[FirstName]]] [[[MiddleName]]] [[[LastName]]]
[[[PersonSuffix]]]
[[[FunctionalTitle2]]]

Making the world safer from drugs, crime and terrorism

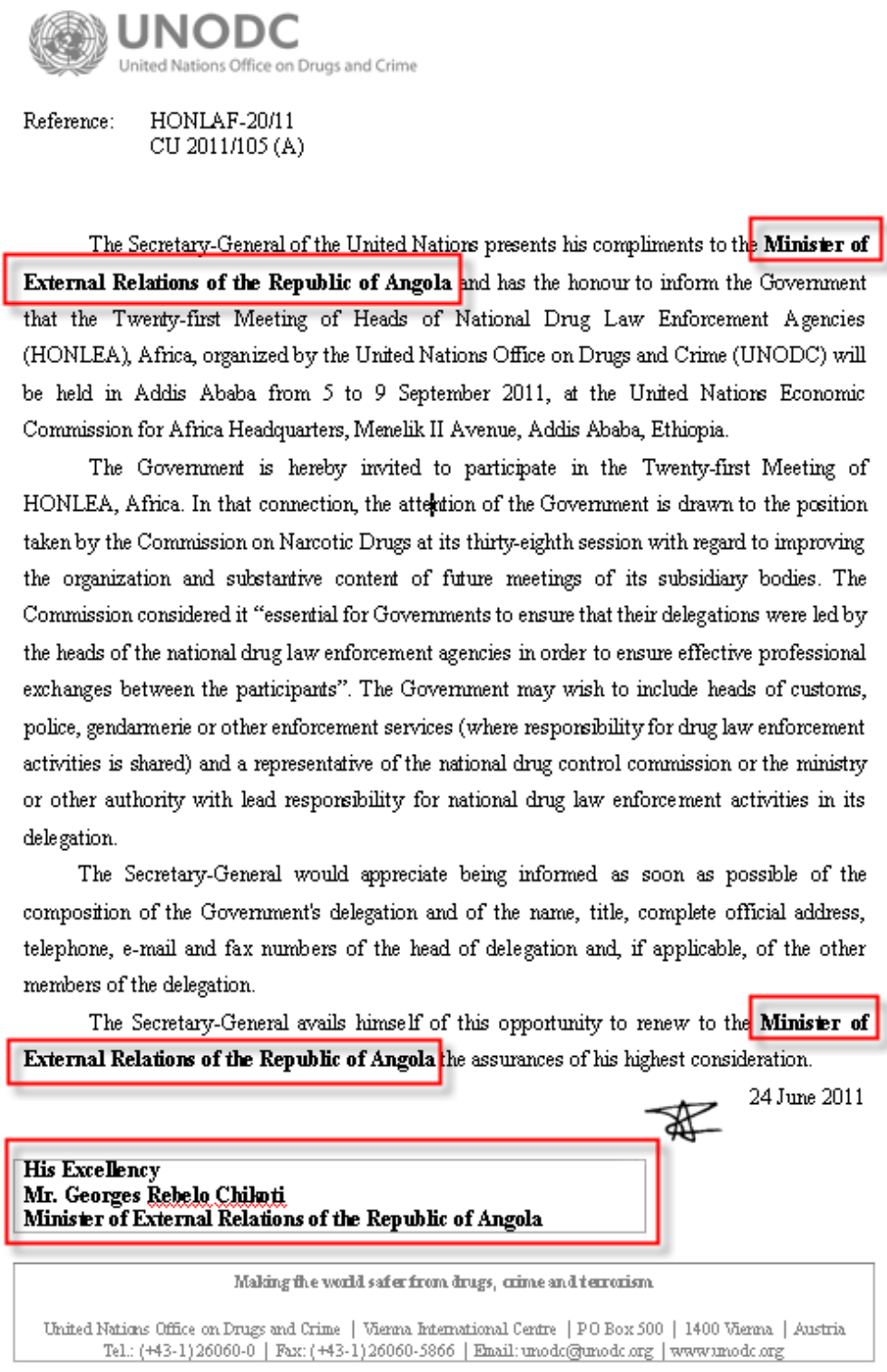
United Nations Office on Drugs and Crime | Vienna International Centre | P.O. Box 500 | 1400 Vienna | Austria
Tel.: (+43-1) 26060-0 | Fax: (+43-1) 26060-5866 | Email: unodc@unodc.org | www.unodc.org

Figure 30 - A Word Document with Template Fields Added

The template field and tag names used correspond to the individualized data stored in the database module. After saving the prepared Word document, it will be used in the creation of a

sendout process under the upload function for notes/letters as described in the previous section of this manual (see section 3.4).

The sample below shows the same Word document after having been processed by the sendouts module, showing templates filled in with individualized data (Fig. 31):



UNODC
United Nations Office on Drugs and Crime

Reference: HONLAF-20/11
CU 2011/105 (A)

The Secretary-General of the United Nations presents his compliments to the **Minister of External Relations of the Republic of Angola** and has the honour to inform the Government that the Twenty-first Meeting of Heads of National Drug Law Enforcement Agencies (HONLEA), Africa, organized by the United Nations Office on Drugs and Crime (UNODC) will be held in Addis Ababa from 5 to 9 September 2011, at the United Nations Economic Commission for Africa Headquarters, Menelik II Avenue, Addis Ababa, Ethiopia.

The Government is hereby invited to participate in the Twenty-first Meeting of HONLEA, Africa. In that connection, the attention of the Government is drawn to the position taken by the Commission on Narcotic Drugs at its thirty-eighth session with regard to improving the organization and substantive content of future meetings of its subsidiary bodies. The Commission considered it "essential for Governments to ensure that their delegations were led by the heads of the national drug law enforcement agencies in order to ensure effective professional exchanges between the participants". The Government may wish to include heads of customs, police, gendarmerie or other enforcement services (where responsibility for drug law enforcement activities is shared) and a representative of the national drug control commission or the ministry or other authority with lead responsibility for national drug law enforcement activities in its delegation.

The Secretary-General would appreciate being informed as soon as possible of the composition of the Government's delegation and of the name, title, complete official address, telephone, e-mail and fax numbers of the head of delegation and, if applicable, of the other members of the delegation.

The Secretary-General avails himself of this opportunity to renew to the **Minister of External Relations of the Republic of Angola** the assurances of his highest consideration.

24 June 2011

His Excellency
Mr. Georges Rebelo Chikoti
Minister of External Relations of the Republic of Angola

Making the world safer from drugs, crime and terrorism

United Nations Office on Drugs and Crime | Vienna International Centre | PO Box 500 | 1400 Vienna | Austria
Tel.: (+43-1) 26060-0 | Fax: (+43-1) 26060-5866 | Email: unodc@unodc.org | www.unodc.org

Figure 31 – A Processed Word File

The sample below shows the final email sendout containing the above document as an embedded link in the email body (Angola_letter.pdf), as well as an attachment (Provisional_agenda.doc) (Fig. 32):

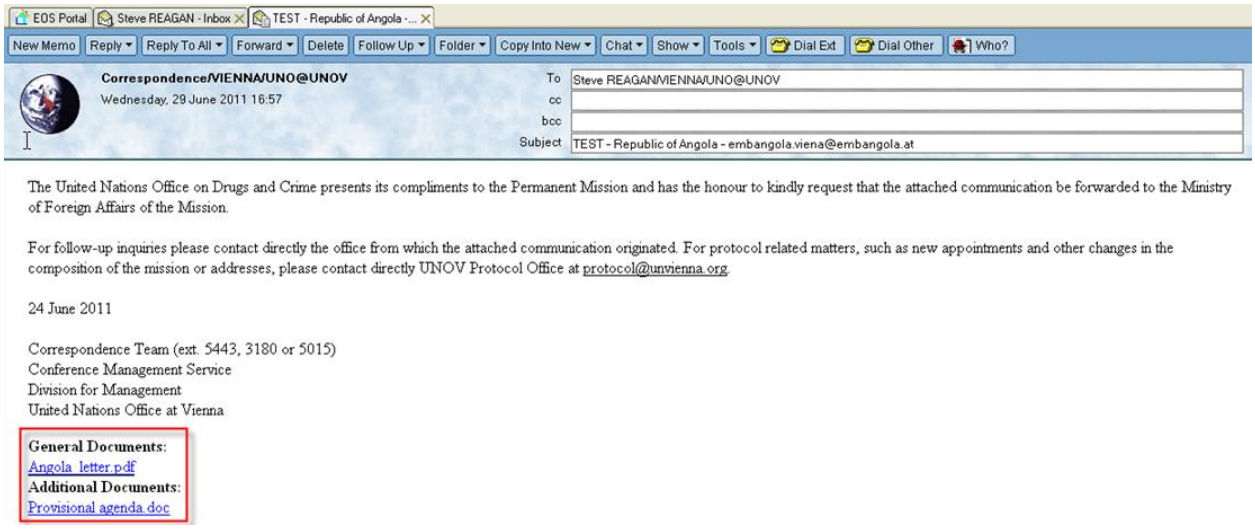


Figure 32 – An Email Message with Embedded Links

4. Templates

To view, manage and create new templates, please go to the "Templates" section of the application by clicking its link in the menu pane (Fig. 33):

Figure 33 - The "Templates" Section

The templates section lists all the templates saved in the system. You can search the list by the subject, body or description. To view the details of a saved template, please click the blue "Description" link of the template in question.

After clicking the link, the details of the template will be displayed in a new page (Fig.34):

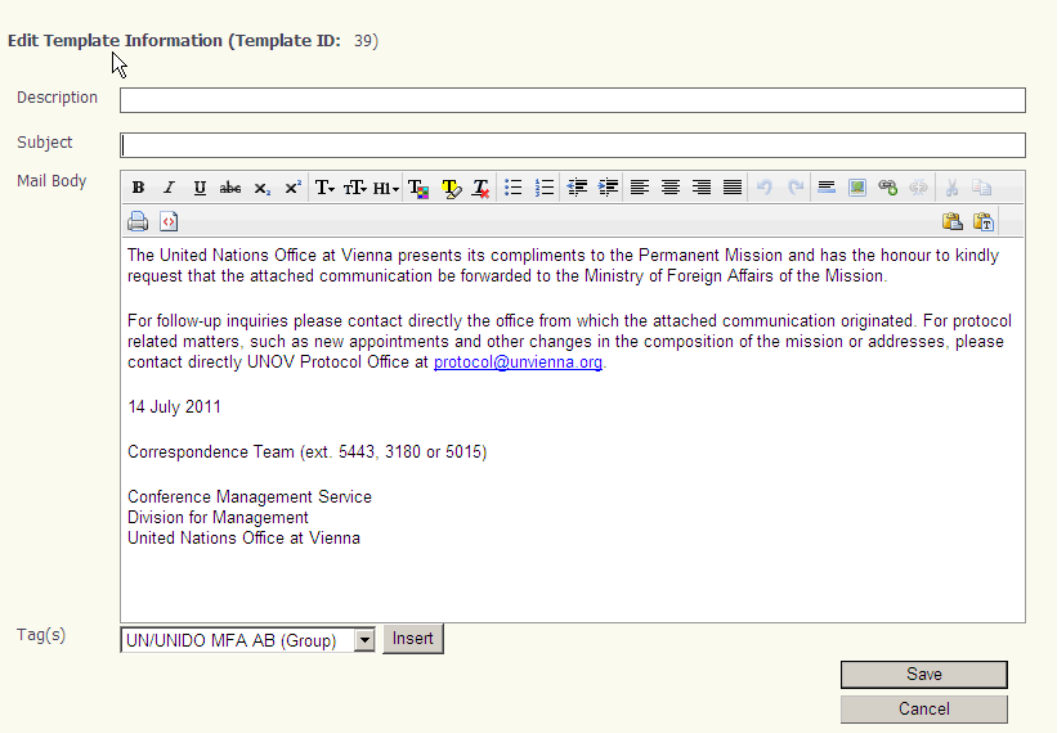


Figure 34 – Displaying Template Details

You can work on the text of the mail body and edit tags. After finishing the editing process, please press the "Save" button to save or "Cancel" to discard the changes.

After returning to the template list, it is possible to delete a template by clicking the "Delete" button next to it in the list.

4.1 Creating a New Template

To create a new template in the Templates section, please press the "Add New Template >>" link at the top right corner of the screen. A new page will open with a blank form of a mail body template (Fig. 35):

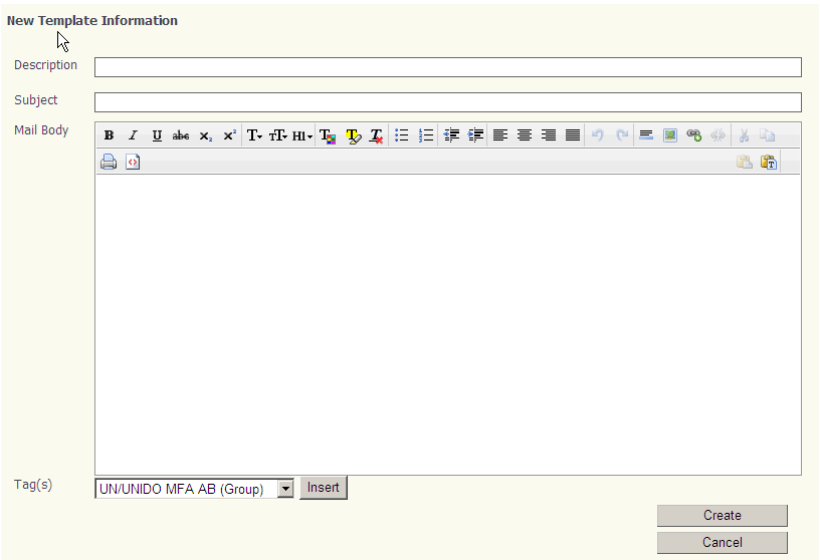


Figure 35 – Creating a New Template

Please fill out the information on the description and subject, add the text to the mail body and insert an appropriate tag . Please press the “Create” button to save your template.

5. Mailing Lists

To view and create new mailing lists, please go to the “Mailing Lists” section of the application by clicking its link in the menu pane (Fig. 36):

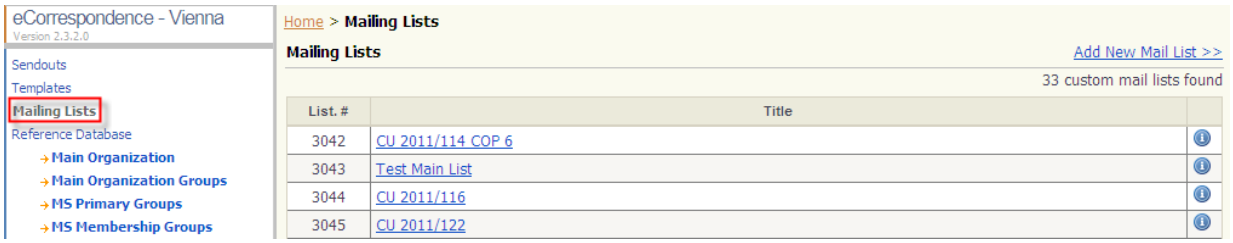


Figure 36 – The “Mailing Lists” Section

The ”Mailing Lists” section lists all the mailing lists saved in the system. To view the details of a saved mailing list, please click the blue “Title” link of the mailing list in question.

After clicking the link, the details of the mailing list will be displayed in a new page (Fig. 37):

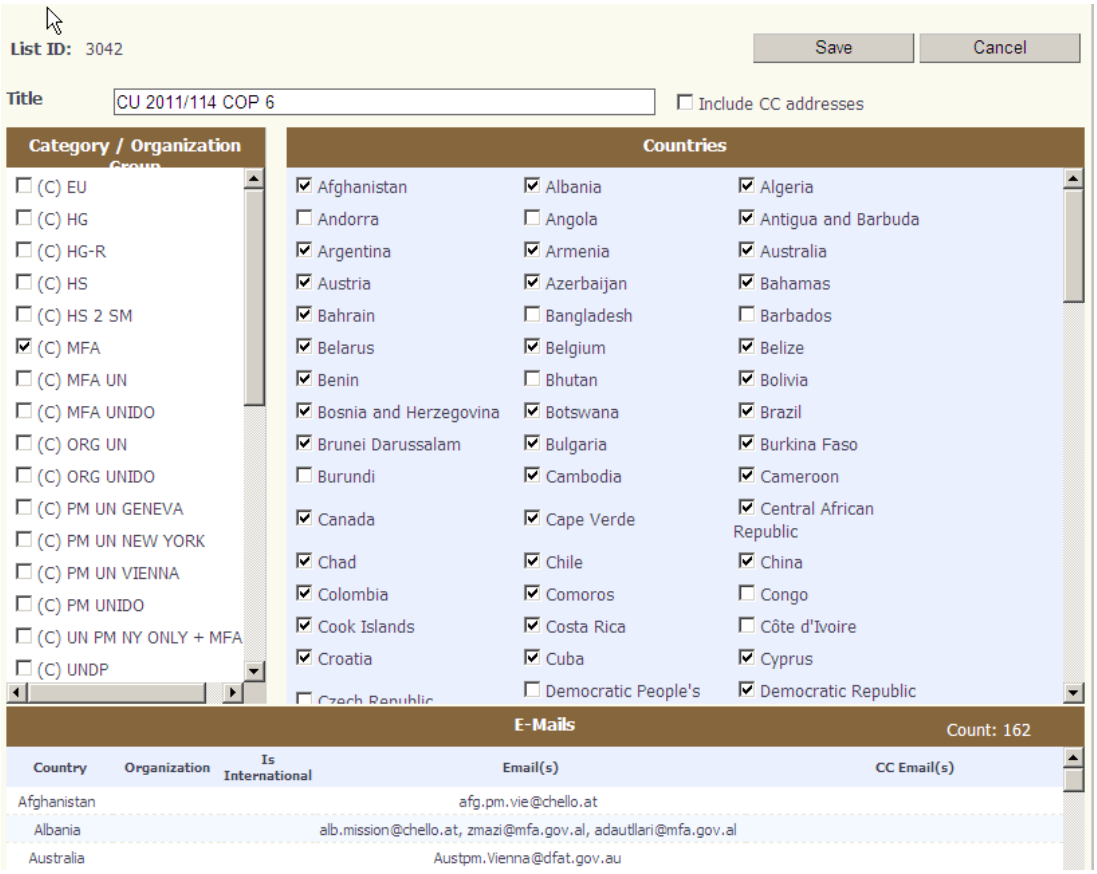


Figure 37 – Displaying Mailing List Details

The title of the mailing list will be displayed at the top of the page.

The left side of the page will list the Category/Organization Group and the right side will list the countries. You can place check marks into the boxes next to the desired categories and countries to refine your mailing list. Please press the "Save" button after introducing changes to your mailing list.

5.1 Creating a New Mailing List

To create a new mailing list in the Mailing Lists section, please press the "Add New Mail List >>" link at the top right corner of the screen. A new page will open (Fig. 38):

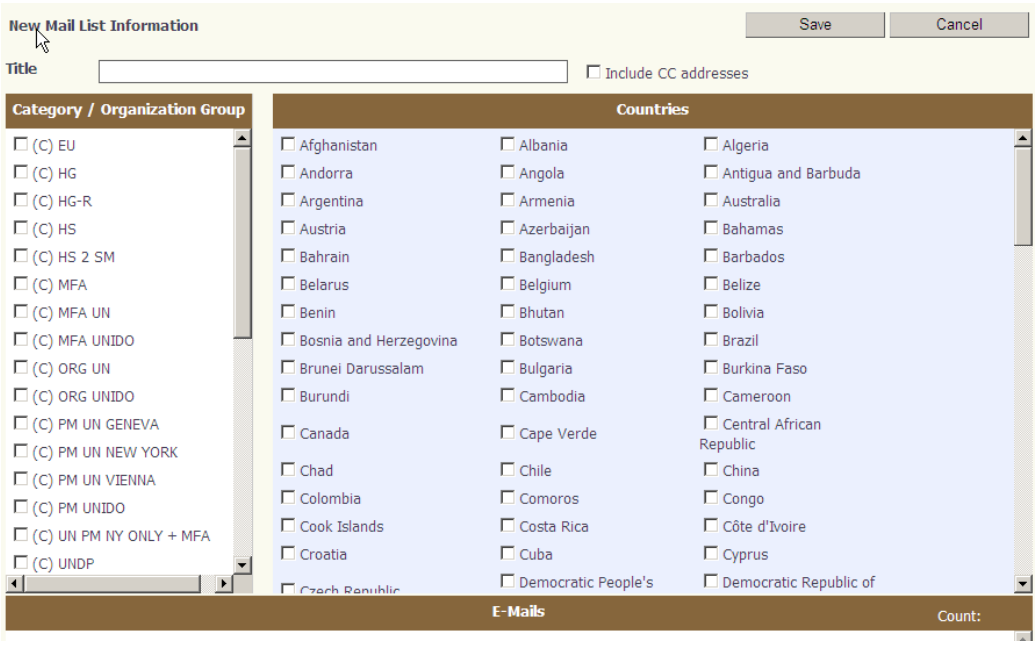


Figure 38 – Creating a New Mailing List

Please type in the title and mark the necessary categories/organization groups and select the countries you need for your newly created mailing list. Please press the "Save" button to save your list.

6. Reference Database

The application relevant data is stored in the Reference Database module. Each section of the module is explained in detail below.

6.1 Main Organization

This section creates an Organization at the very root of the hierarchical links between Member States groups within the database. At the moment, UN and UNIDO are the 2 Organizations listed. The hierarchy of linked Member States groups within this database are created in the following order: Main Organization > Main Organization Groups > MS Primary Groups > MS Membership Groups. To add a new organization, please use the "Add New Organization >>" link at the right upper corner of the screen. To view the details, click the blue organization name link (Fig. 39):

Figure 39 – Main Organization Section

The details of an organization include its code and description.

6.2 Main Organization Groups

This section lies just after the Organization section in the hierarchical relationships structure defining the links between Member States groups within the database. For instance, within the UN Organisation parent group the sub-groups OOSA and UNODC have been created. To add a new organization group sub type, use the "Add New Organization Group (Sub Type) >>" link at the right upper corner of the screen. To view the details of a sub type group, click the blue sub type code (Fig. 40):

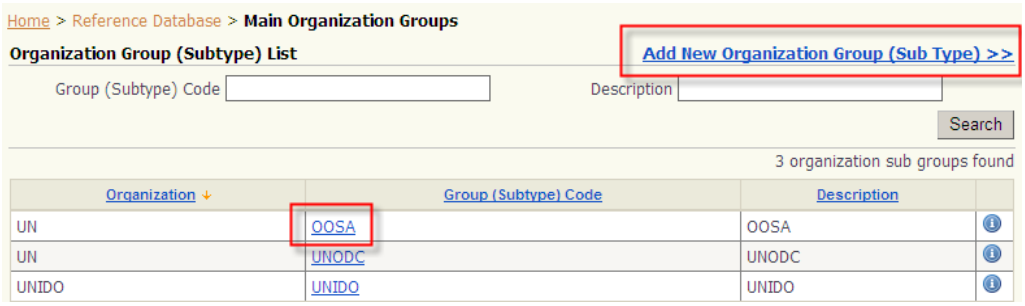


Figure 40 – Main Organization Groups Section

The details of the organization group sub type include its organization ownership, its code and description.

6.3 MS Primary Groups

This section is country related and defines the primary group to which a Member State belongs, such as MFA, PM, etc. The information defined here will appear as an option within the "MS Country Info" section. The list can be searched by the code and description. To add a new category, use the "Add New Category >>"link at the right upper corner of the screen. To view the category details, please click the blue category code link (Fig. 41):

Figure 41 – MS Primary Groups Section

The details of a category group include its code and description.

6.4 MS Membership Groups

This section creates various membership groups of Member States. The list can be searched by the code and description. To add a new Member States group, use the "Add New Member States Group >>" link at the upper right corner of the screen. To view the details of the group list, please click the sub type code link (Fig. 42):

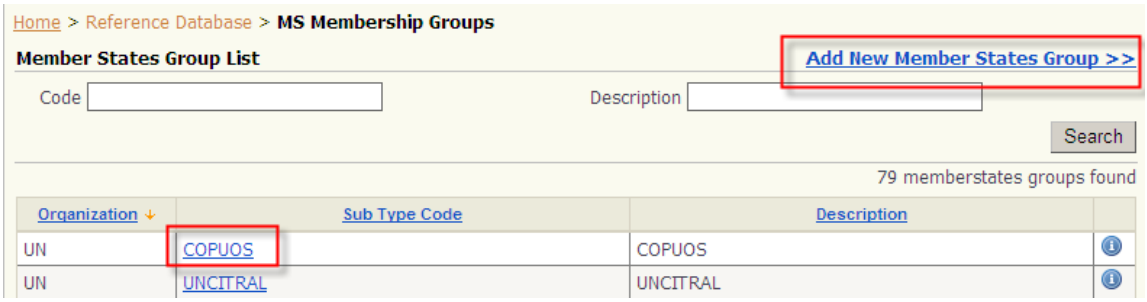


Figure 42 – MS Membership Groups Section

The details of the country group include the organization it belongs to, as well as its code and description.

6.5 Manage MS Membership Groups

This section is used to manage various groupings of Member States countries based on the groups defined under the "MS Membership Groups" section. There are two ways of displaying the information stored here: it can be displayed by group or by country. When displaying by group information, the user has to select a group in question in order to view and modify the countries that should be a part of this group (Fig. 43):

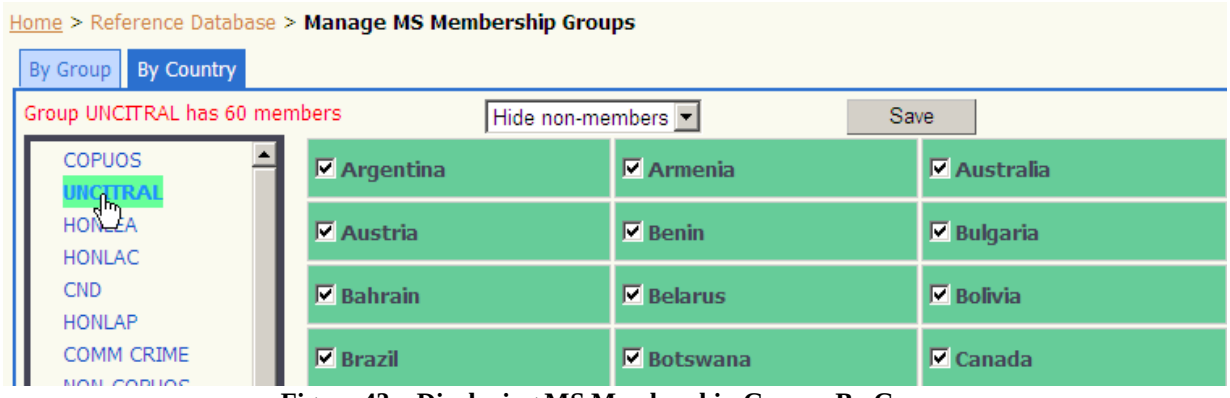


Figure 43 – Displaying MS Membership Groups By Group

Should you decide to add more countries to the existing group, please select the "Show all members" option from the drop-down menu and select the group in question (Fig. 44):

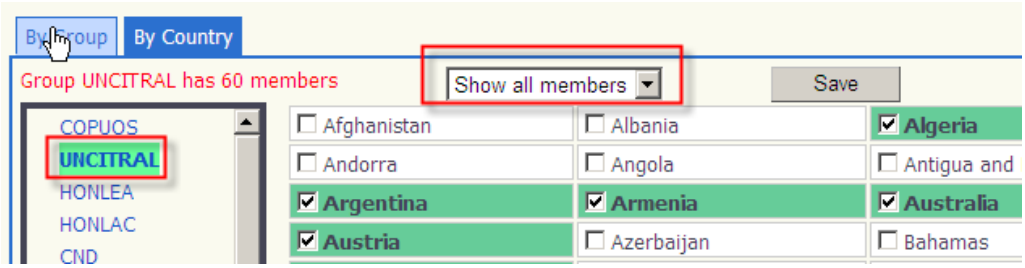


Figure 44 – Adding More Countries to the Group

The countries that are not member of the group will be shown with no check mark in the box next to their names. To add a country to the group, place the check mark into the box next to the country in question and press the "Save" button to save your changes.

It is also possible to list the groups by countries. Please select the "By Country" tab and then choose the country in question (Fig 45):

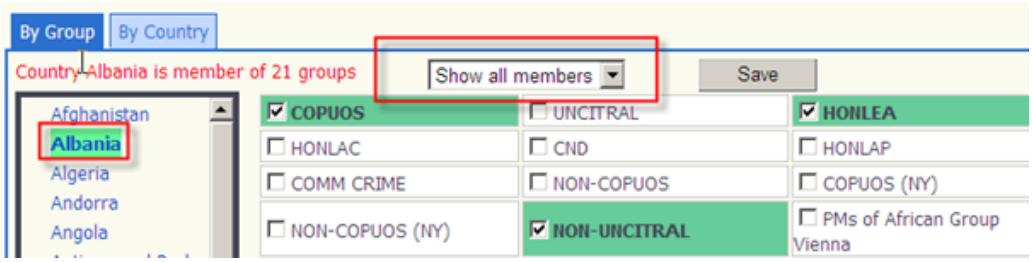


Figure 45 – Displaying MS Membership Groups By Country

Choosing the "Show all members" option at the top of the screen will list all groups stored in the system. You can then add the country in question to the existing group by putting a check mark next to the box of the group in question and pressing the "Save" button.

6.6 MS Country Info

This section refers to Member States countries and their specific information, including the address and contact person details. The list can be searched by the country name, its category, address and contact (email address) details.

To add a new country to the database, please use the "Add New Address >>" link at the top right corner of the screen. To view the details of the country, please press the blue country link (Fig. 46):

Figure 46 – The MS Country Info Section of the Reference Database Module

After opening the country details, one can see further details, such as the category, language, formal salutation, the name and the functional title of the contact person, etc. To save or delete the data, please use the buttons available in the corner of the screen (Fig. 47):

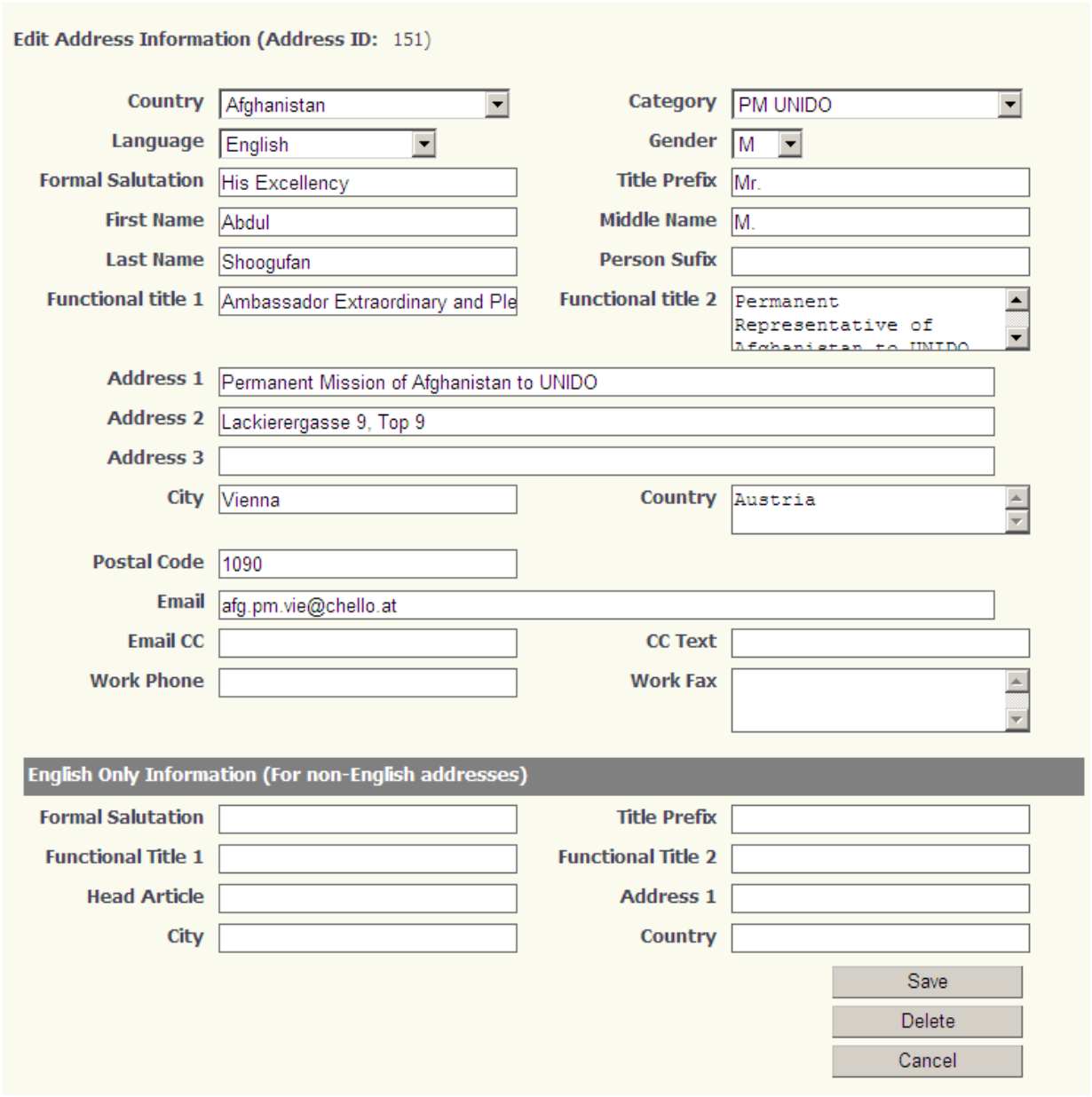


Figure 47 – MS Country Info Section – Editing Address Information

6.7 MS Country List

This section lists the Member States countries and their official country codes. The list can be searched by the country code, name, description and original name. To add a new country, use the "Add New Country >>" link at the right upper corner of the screen. To view or edit details of the existing country, press the blue country code link (Fig. 48):

Figure 48 – MS Country List Section

The details of the country include a code, name, description and original name (Fig. 49):

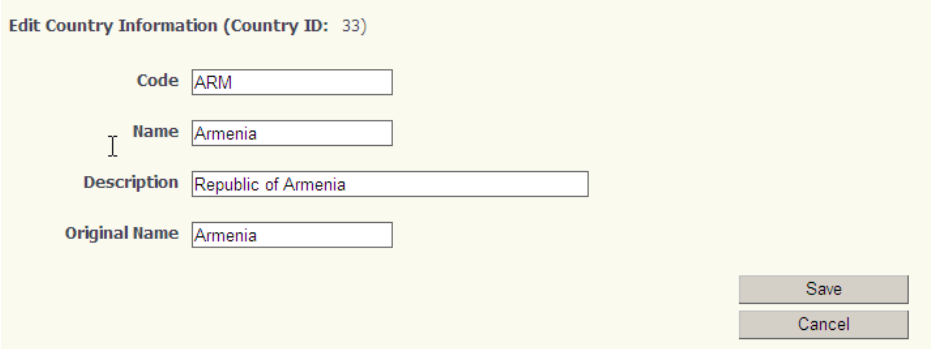


Figure 49 – Editing Country Information

6.8 Int. Org. Groups List

This section is used to create organization groups. The list is searchable by the code of the list and its description. To add a new group, use the "Add International Organization Group >>" at the right upper corner of the screen. To view the details of the group, click the blue sub type code of the group in question (Fig. 50):

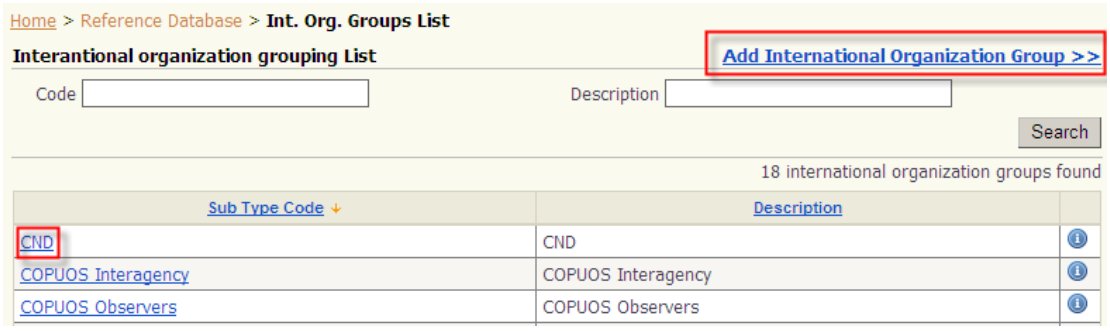


Figure 50 – Int. Org. Groups List Section

The details of the organization group list include the organization it belongs to, its code and its description.

6.9 Int. Org. Groups

This section is used to manage the various groupings of international organizations based on the groups defined under the "Int. Org. Groups List" section. The list of this section can be sorted by international organization group as well as by international organization address. Similar to the MS Membership Groups section, you can add an international organization to the existing group by placing check marks next to the respective box. Selecting the "Show All Members" option from the drop-down menu at the top of the screen will list all the international organizations saved in the database (Fig. 51):

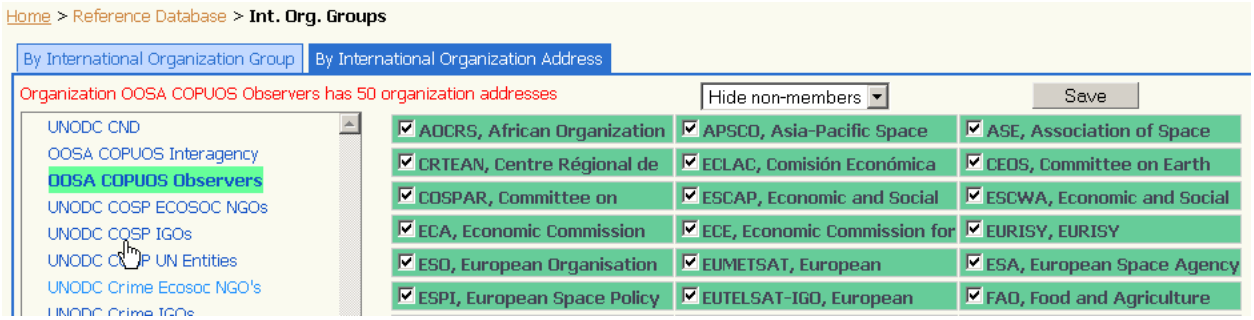


Figure 51 – Int. Org. Groups Section – Displaying the By International Organization Group List

6.10 International Organizations

This section refers to international organizations (IGOs, NGOs, etc.) and their detailed information. The list can be searched by the organization, its full name, address and contact information. To add a new organization, use the "Add New International Organization >>" link at the upper right corner of the screen. To view the details of the organization, please click the blue organization link (Fig. 52):

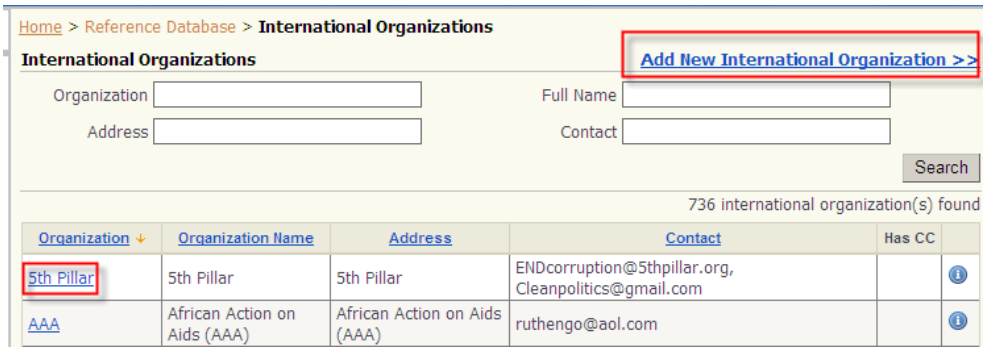


Figure 52 – International Organizations Section

The details of an international organization include contact information, its address, language, etc. (Fig. 53):

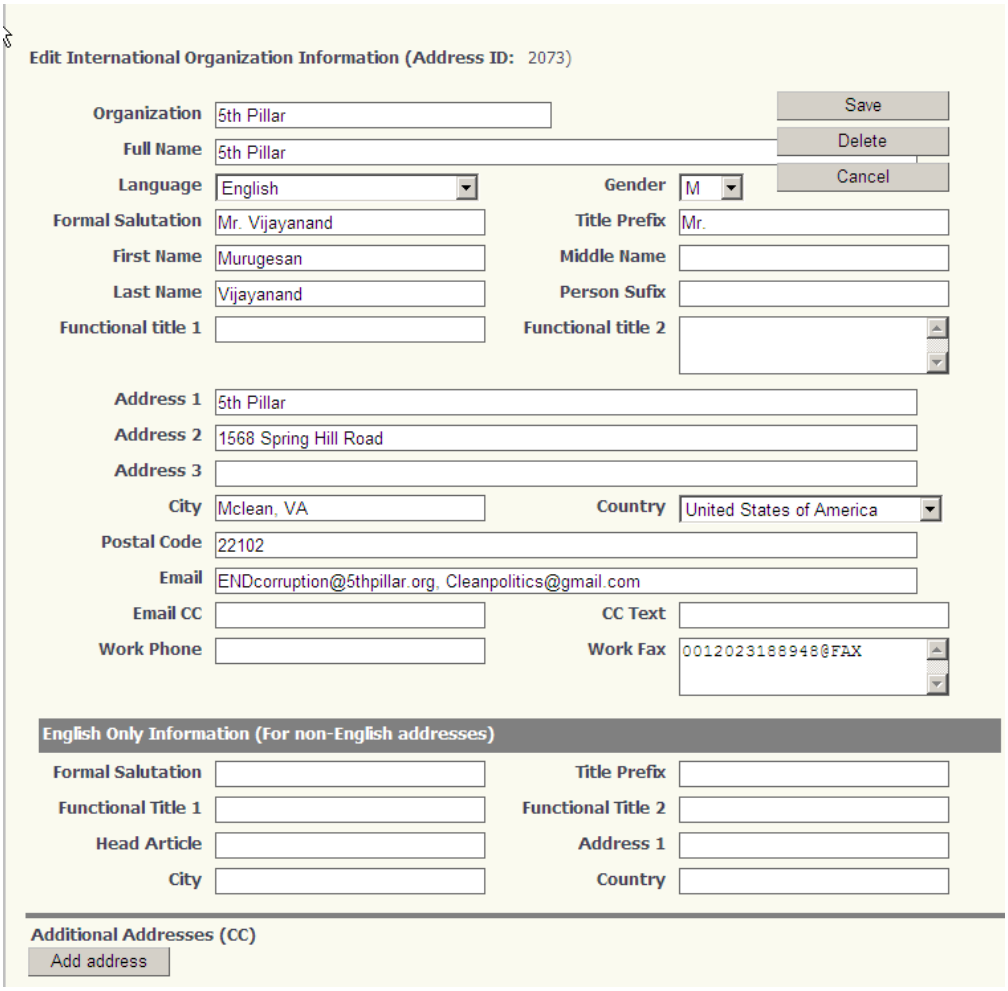


Figure 53 – Details of the International Organization

After making the changes, please do not forget to press the "Save" button.

6.11 Languages

This section manages the languages available for use in the "MS Country Info" section. To add a new language, please press the "Add New Language >>" link at the right upper corner of the screen. To view the language details, please press the blue language name link (Fig. 54):

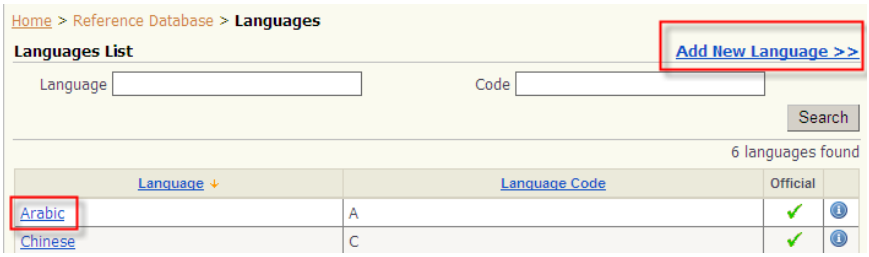


Figure 54 – The Languages Section

The language details include its code, description and its status as an official or non-official language.

6.12 Template Fields

This section lists the tags that have to be used when preparing a note or a letter for sendout. The list can be searched by the name and the tag. To add a new tag, use the "Add New Template Field >>" link at the right upper corner of your screen. To view the details of the tag, click the blue name link of the respective tag (Fig. 55):

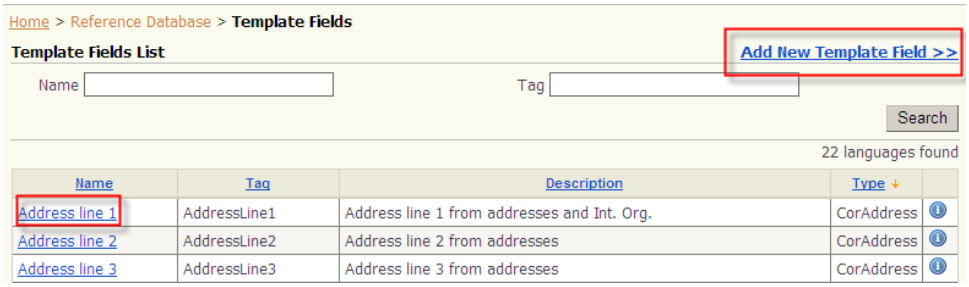


Figure 55 – The Template Fields Section

The detailed information of the tag include its name, tag, description, source and its DB column name.

6.13 Word Template Add-On Install

Clicking on this link will run an auto-installer of the modified MS Word settings that have to be used to prepare a sendout attachment. This link has to be used once. The settings are then stored on a local machine. You might need administrative privileges for your PC in order to be able to install the add-on on your machine.

7. Reporting

The reporting section of the application is currently under construction. The only report available here is the "Number of messages/Time Spent per Month/Year" report. To run the report, please use the blue link with its name. To view detailed information, please expand the group in question (Fig. 56):

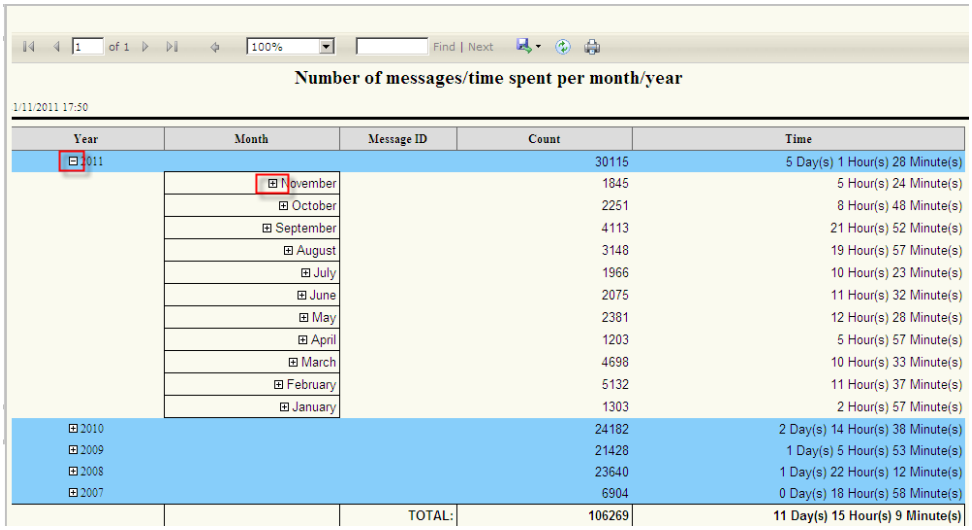


Figure 56 – "The Number of Messages/Time Spent per Month/Year" Report

8. Conference Portal

This link takes one back to the eConference portal main screen.